

**UNITED STATES DISTRICT AND BANKRUPTCY COURT
FOR THE DISTRICT OF IDAHO**

James A. McClure Federal Building and U.S. Courthouse
MSC # 039, 550 W. Fort Street
Boise, Idaho 83724
TEL 208-334-1373
FAX (208) 334-9362
Cam_Burke@id.uscourts.gov



Cameron S. Burke
Court Executive/Clerk of Court

April 6, 2005

MEMORANDUM

TO: Interpreters performing work for the Federal Court

FROM: Cameron Burke, Court Executive

SUBJECT: New regulations - **Response Required by April 28, 2005**

You are receiving this memorandum because you are currently on the Federal Court interpreter roster and have been deemed qualified to conduct interpreting services for the United States District and Bankruptcy Court.

The Administrative Office of the U.S. Courts in Washington D.C. has issued new guidelines which become effective May 1, 2005. Unfortunately, these are somewhat complicated but you need to complete the attached forms and return them to the address listed below no later than April 28, 2005.

In summary, if you want to continue to work as an interpreter in the Federal Court, the regulations require you to complete and sign a contract for services each fiscal year (October 1 to September 30). We will use this contract each time you are called to interpret in our court. There are also new regulations regarding the information which must be contained on your claim for reimbursement. A sample form for this purpose is attached. Finally, if you do not have an oath of office on file with the court, you will also be required to complete the attached form as well.

We certainly apologize for this bureaucratic process but this is being driven by contracting and procurement regulations issued in Washington D.C. which are widely used in other federal agencies. If you have any questions, please do not hesitate to contact me at the number listed above. Please return the completed forms by April 28, 2005 to:

Kandie Clark
Procurement Administrator
James A. McClure Federal Building and U.S Courthouse
550 W. Fort St., MSC 039
Boise, Idaho 83724

Thanks for your consideration.

GENERAL INFORMATION ABOUT PAYMENT OF COURT INTERPRETERS

(a) Courtroom Proceedings. Interpreters will be reimbursed for up to a maximum of one hour before courtroom proceedings and one half hour after courtroom proceedings for special circumstances. Special circumstances must be defined on the claim for payment voucher. Travel time is not reimbursable, unless the interpreter must travel over 80 miles round trip. The court will pay mileage at the current rate paid to federal employees.

Courtroom interpreters are paid by the half day (up to 4 hours) or the full day (4-8 hours) regardless of the number of events or the number of court units assigned during the day. Overtime payments are available only when time worked is in excess of 8 hours, not including travel time. In the event court has been canceled less than 24 hours prior to the scheduled court date, the court will reimburse the interpreter for one half day of work. If there is clear evidence the court proceeding is scheduled for a full day or multiple days, the court will pay for a full day plus \$25/day for subsequent days.

(b) Out-of-Court Proceedings. Official interpreters shall also be available when needed to interpret at interviews between the attorney and his or her non-English speaking client.

(c) Compensation. The current rate for interpreters are shown below:

	Federally Certified and Professionally Qualified Interpreters	Language Skilled Interpreters
Full-Day	\$355	\$171
Half-Day	\$192	\$92
Overtime	\$50 per hour or part thereof	\$28 per hour or part thereof

(d) Compensation for Out-of-Court Interpreters. Interpreters assigned to provide expert out-of-court services to attorneys appointed under the Criminal Justice Act (CJA) will be compensated as follows:

Certified	Non-Certified
\$45.00 per hour	\$30.00 per hour